

How to Finalize a Case

Finalize a Case

Records need to be finalized at the end of a surgical procedure to get the data written to the patient's record. Finalization will be done by the Anesthesiologist.

1. When the Medically Directing Anesthesiologist is ready to finalize the case, open the case from the Select Case Window. Once the case opens, click the **Finalize Case Button** from the tool bar.



- 2. A window will display any deficiencies within the documentation. Deficiencies need to be addressed/closed before the case can be finalized. Deficiencies can include:
 - Missing ASA Class and Anes Type
 - No running personnel
 - Items on the To Do List to clear
 - No signatures

•	Finalize	_ 🗆 X
	Deficiencies	
	No deficiencies	
	Required Documentation	
Name Ignore Image: ASA Class Image: Class Image: ARSA Class Im		
	Personnel	
	No Running Personnel	
	To Do List	
Anes Stop/Tran PAR 2, Spontaneous, Attestment PRE Cont monitoring & atte Attestment Eme Yes, Yes, As indicated	Mask/blow	
	Signatures	
Name Date		
Print record	Finalize Select Charted Value	Charge Preview Close

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Anesthesia: Finalize a Case

- 3. Verify all Personnel times are added and accurate.
- 4. Verify all listed on Personnel have signed the record.
- 5. Verify all CRNAs working with a student have documented and signed the CRNA attestment.
- 6. Verify all Anesthesiologists listed as personnel on the record have added and signed the appropriate attestments.

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- 7. Clicking the **Sign** button opens the Authorizing Signature window. Login with username and password.
 - anesthesia Password Cancel vs on To Do List PEAR Anesthesi 11/20/2019 11 29 PEAR CRNA 11/20/2019 11 29 Ice , Lindia 11/20/2019 11 29 Train, PEAR Anesthe Train, PEAR CRNA Lafrance, Lindia Sign lect Charted Values Charge Preview Close Print record Finalize Task View Window Help t Case ... Ctrl+L Select nk Record... Select Re te View Cases ... Ctrl+R Select Surgical Area Maintain Remote View Sequence... Synchronize Records

Ctrl+P

Authorizing Signature

8. Click **Finalize**. This returns to the Case Selection window.

9. Exit the patient's record by clicking **Task** and then **Exit**.

Print Setup... Print Preview

Print... Change User... Exit